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19 September 1957

MEMORANDUM FOR THE RECORD

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SUBJECT: Indoctrination Tour of RMR/State by [REDACTED]
25X1A9a [REDACTED] on 30 August 1957

1. The purpose of the trip was to review RMR's procedure for processing State despatches and cables with particular emphasis on the filing of the mastheads for source cards.

2. State's masthead files were in excellent condition. Mr. Burke, who conducted the tour, indicated that the masthead files were very satisfactory for their operations. RMR is responsible for servicing by source and by subject State foreign service despatches, telegrams (incoming and outgoing), post instructions, and a considerable number of incoming domestic and foreign letters and diplomatic notes. The mastheads are used in both the numerical source file and the subject files. As many mastheads are prepared as are needed for cross reference purposes. The mastheads are utilized for despatches, telegrams, and post instructions, but 5x3 source cards must be prepared for domestic and foreign letters, diplomatic notes, and other correspondence which does not have the usual State masthead. The 5x3 cards are prepared by the catalog section which has a 10 of 17 with 16 on board. Mr. Burke indicated that 20 typists were required to complete their job. The typists have responsibilities other than the typing of the source cards.

3. Another aspect of RMR's operations which might prove beneficial to Document Division was a multicolored flow chart which indicates where documents in process can be located. Each incoming document is logged in a cardex file by post and despatch number by date of receipt. The security classification is also indicated in the cardex file if the document is Secret or above and also a JW is noted for Joint Week's. RMR can check the cardex file to determine the date of receipt of a document and locate it in process.

4. Many phases of RMR's operations are not similar to Circulation Branch procedures. The following points should be considered:

a. Only authorized RMR personnel may use the source and subject files. This is in contrast to open source card files in Circulation Branch.

b. RMR does not use the numerical source file to obtain control numbers or for enclosure information to the extent that the Search Unit and other members of Circulation Branch utilize the present source card files.

State Dept. declassification & release instructions on file

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c. The mastheads can be consulted in RMR either by a numerical or subject approach and therefore no one file is used extensively. In Circulation Branch, there is only one source card file which is utilized all the time.

d. RMR files contain State documentary material only and much of it has a uniform format. This is in contrast to the CIA files which contain cards on all the documentary material in the Library. Many of these documents do not have standard format, and the bibliographic information is scattered on the form.

e. RMR utilizes a 5-year span for retirement purposes and employs telephone service on mastheads that have been retired. The CIA Library files are a complete record of documents received since 1948 or 1949.

5. The RMR operation has many points which might be of value to Circulation Branch and considerably more which might be of interest to Document Division.

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Chief, Control Section

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